



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

March 24, 2006

TO: District and Nonpublic School Administrators with Displaced Students of  
Hurricanes Katrina and Rita

FROM: Carol Wolenberg, Deputy Superintendent

SUBJECT: Final Reporting of Displaced Students for Emergency Impact Aid

Districts that enrolled displaced students at any time during the 2005-2006 school year are required to report all displaced students' status as of April 1, 2006. Because of the timing of the final Single Records Student Database (SRSD) collection, it is necessary to gather this information to meet federal reporting requirements. All districts must complete this process by forwarding a file from their Student Accountability System to MDE by **April 10, 2006**. Accurate reporting of all students will ensure that all districts are prepared for any audits.

The file extract must contain the following fields contained in the SRSD:

1. **Field 12** - Filter for the displaced students only (indicated by the letter "Z")
2. **Field 20** - Date of Enrollment
3. **Field 24** - Date Exited
4. **Field 29** - Special Education/Program Eligibility Participation
5. **Field 124** - UIC, student identifier

Send this file to [mde-hurricane@michigan.gov](mailto:mde-hurricane@michigan.gov). Student names and other identifiers cannot be included in the extract or any emails, or the school will be in violation of FERPA.

LEAs must contact the nonpublic schools that reported to them, and verify the exit dates of their displaced students. Email the nonpublic information to the above email address.

For questions concerning Emergency Impact Aid, contact Judy Byrnes at 517-373-1806 or [byrnesj@michigan.gov](mailto:byrnesj@michigan.gov).

cc: Mike Flanagan  
Roberta Stanley

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